

## NIH Manual Chapter Website Travel Hints for 1500 through 1500-15 Series

Go to the NIH Manual Chapter Website at <http://www1.od.nih.gov/oma/manualchapters/>.

There are several ways to navigate the web site to find information. Please review the following information and use the option(s) that work best for you.

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The NIH Manual Chapter Website has 3 (red) buttons located directly under the words **Manual Chapters: Browse, Search, and Updates**. Each button is described below.

### **Browse Button**

Click on the **Browse** button to see a complete listing of all NIH Manual Chapters.

Scroll down to 1500- Travel Policies and Procedures (8/20/99)

Continue scrolling down to see the selection of chapters issued in the 1500 series, including chapter number, title, and last date chapter was issued or revised.

### ***There are 2 options for viewing chapters:***

1) you can see the specific chapter text alone (white background only)

If you want to go directly to a specific chapter text, scroll to that chapter number and click on the hyperlinked information. This option works for chapters 1500-01 through 1500-15. You will see only the chapter text (white background only). [If you decide you want to see the left frame (blue background with additional travel chapter hyperlinks, click on the number 1500, which is hyperlinked at the top of each individual chapter using this option.]

### **OR**

2) you can see the chapter text along with the listing and links for other travel chapters (blue background in left frame)

Click on 1500

Go to main frame (with white background)

Read the Explanation of Material Transmitted

Scroll down to see a listing of chapters, titles, and latest date chapter was issued or revised.

Go to left frame (with blue background) and single click on a specific chapter

Scroll down main frame (white background) to see the Table of Contents and click on appropriate hyperlinks within each specific chapter.

## Search Button

Click on the **Search** button to search the NIH Manual Chapter website using the options described below.

### *Option 1*

You can search for all chapters dealing with **per diem** by entering **per diem** in the Keywords box.

Leave the default settings for *Search Within* and *Order Results By* as they appear on the screen.

In *Select a Full Document search method*, click on *Matches an exact phrase*.

Click the *Search the NIH Manual* (gray box) near the bottom, center of your screen.

The resulting list will include all chapters in the 1500 series as well as other chapters that include the term **per diem**.

### *Option 2*

You can search for a specific chapter by entering the specific word/phrase, e.g., **per diem**, in the Keywords box .

Click on the *Search Within* box and choose *Chapter Title*. [Hint: you must complete this step to get accurate search results.]

Leave the default settings for *Order Results By* and *Select a Full Document search method* as they appear on the screen.

Click on the *Search the NIH Manual* (gray box) near the bottom, center of your screen.

Refer also to the *help* information located to the right of the *Search the NIH Manual* (gray box). Simply click on the word *help* to see more detailed descriptions of the individual search options.

## Updates Button

Click on the **Updates** button to see a listing of all NIH Manual Chapters that have been issued or rescinded within a certain time period. The default is for 7 days, but click on the drop down window on left side of screen to see other time period options (14, 30 or 60 days – click on the appropriate time period option).

Click on the *View Updates* button (gray box) on right side of screen.

You will see a list of chapter numbers, titles and release dates which fit the time period you have selected.

Scan the list to see if any chapters have been issued in the 1500 series.

Click on the chapter you want to view online.

If no chapters have been issued during the time period you have selected, you will see this message: “*There were no updates in the period you selected.*”

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The NIH Manual Chapter Website also has a capability for users to sign up to the **NIH-MANUAL-CHAPTER Listserv** in order to receive email notification when chapter changes are made. The subject line of the email notification contains the chapter number and title so users can easily see which email notifications apply to travel chapters (1500 series).

### How to Sign Up for Email Notification

Go to the NIH Manual Chapter Website at <http://www1.od.nih.gov/oma/manualchapters/>.  
Click on link on the left of screen called *Sign- up for Email Notification Service*.  
Click on link in main frame (with white background) called *Email Notification*.  
Click on the second bullet called *Join or leave the list, or update options*.  
Complete the requested information.

NIH Manual Chapter Listserv email notifications are archived and available online for approximately 15 months.

### How to See Archives Information

Go to the NIH Manual Chapter Website at <http://www1.od.nih.gov/oma/manualchapters/>.  
Click on link on the left of screen called *Sign- up for Email Notification Service*.  
Click on link in main frame (with white background) called *Email Notification*.  
Scroll down to appropriate month and year  
Click on link  
Scroll down to see any chapter in the 1500 series and click on appropriate link

### OR

Go to the NIH Manual Chapter Website at <http://www1.od.nih.gov/oma/manualchapters/>.  
Click on link on the left of screen called *Sign- up for Email Notification Service*.  
Click on link in main frame (with white background) called *Email Notification*.  
Click on first link called *Search the archives*  
At search screen, insert *1500* in the blank box as shown in the sample below

In Messages Where:

- The [subject](#) is or contains:   
pie or cake

Scroll down and click on *Submit* button or simply hit *enter* and you will then see a list of previously-sent email notifications in the 1500 series.

If you have questions or comments on the above information, please send email to:  
[manuals@od.nih.gov](mailto:manuals@od.nih.gov).

